

III. PROJECT SELECTION PROCESS

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Preliminary Review

The LCDBG Staff will review each application to determine the following:

1. Timeliness of Submission – Applications that are postmarked after the deadline date will be returned to the applicant unopened and **will not be considered for funding**.
2. Completeness of the Application – Applications will be reviewed for completeness. Failure to include all forms or the inclusion of incomplete forms may result in a lower overall score.

If the determination is made during the review that the application did not contain items necessary to accurately rate the application, did not include all required forms, involved a local survey that was not conducted on a random or representative basis, or was poorly packaged, etc., then a letter detailing the inadequacies of the application will be sent to the applicant. If the next housing or public facility application submitted by the local governing body is also deemed inadequate, then a point(s) or fraction thereof may be deducted from the overall score assigned to that subsequent application. This procedure applies to all types of applications, whether they are funded or not funded.

3. Activity Eligibility – State staff will review each proposed activity to determine that it is an eligible activity that meets one of the two national objectives identified on page 3 of this application package. **Ineligible activities will not be rated.**

Applicant Selection

All housing applications that meet the threshold criteria described in Chapter II of this application package will be rated/scored according to the rating criteria described in the State's FY 2006 Consolidated Annual Action Plan.

The Office of Community Development will not enter rating data from any applications that do not meet the threshold criteria identified in Chapter II of this application package as of December 16, 2005. Therefore, those applications will not be in consideration for funding for the FY 2006 program year. For the second year of the funding cycle, FY 2007, the Office of Community Development will enter rating data from any applications that meet the threshold criteria as of December 15, 2006. This may cause a change in the points awarded for Program Impact, Needs Assessment, and Cost Effectiveness relative to the other applications that are being considered. Since additional applicants may meet the threshold criteria for FY 2007, there may be changes in the points awarded under cost effectiveness and in the ranking of the projects.

Housing applications will be assigned raw scores, then ranked highest to lowest. After ranking, the State may select some of the highest rated applicants and conduct a site visit. Site visits will verify the information provided in the application. If a site visit discloses

information conflicting with that included in the application, the State will exercise administrative discretion in making the determination as to whether or not the application will receive further consideration. Information gathered during a site visit will not raise an applicant's score. Selected applicants will be contacted by telephone to arrange a time to visit and to identify items the State will review while on site. Items not specifically mentioned during this phone call may be reviewed during the site visit.

Appeals

Applicants may meet with State staff to review their application and program scores any time after grant awards have been announced. When an applicant requests an appeal, the following procedures apply:

1. Appeals will be granted only on the basis of miscalculation of numerical factors.
2. Applicants must submit a written request for an appeal within ten working days after notice of denial is received.
3. The State will respond in writing to appeal requests within ten working days.

Complaint Procedures

Persons wishing to object to the approval of an application by the State may make such objection known to the Office of Community Development, Division of Administration. The State will consider objections made only on the following grounds:

1. The applicant's description of needs and objectives is plainly inconsistent with available facts and data;
2. The activities to be undertaken are plainly inappropriate in meeting the needs and objectives identified by the applicant; and
3. The application does not comply with the requirements set forth in the FY 2006 and FY 2007 Action Plans or other applicable laws.

All complaints of this nature must be submitted to the Office of Community Development in writing. Such complaints must specifically identify the grounds upon which the complaint is being made. All objections must be supported by data to document the allegation.